

**RILEY COUNTY, KANSAS  
JOB DESCRIPTION  
COMMERCIAL SPECIALIST**

<b>Pay Grade:</b> 10	<b>Job Number:</b>	<b>Department:</b> Appraiser	<b>Division:</b> Real Estate
<b>Work Message Phone:</b> 785-537-6315		<b>Work Address:</b> 110 Courthouse Plaza Manhattan, KS 66502	
<b>FLSA Status:</b> Non-Exempt			

**REPORTS TO:** County Appraiser

**PURPOSE:** The purpose of the work is to determine fair market value for real property in Riley County for ad valorem taxation. More specifically, to determine fair market value for commercial and residential properties. This effects agencies such as school districts, municipalities and the State of Kansas.

**ESSENTIAL FUNCTIONS:**

- 1.) Collects and quality controls 25% of all commercial properties each year to comply with State mandates to review properties each year.
- 2.) Records new construction data for residential, commercial, and agricultural properties by conducting interviews with property owners, contractors, and tenants.
- 3.) Reviews residential, commercial, and agricultural property in the final stage to carefully and critically examine the appraisal estimates developed for each parcel of property.
- 4.) Serves as a hearing officer to taxpayers on a one-to-one basis to discuss their valuation estimates or to give a further explanation as to the appraisal and procedures used to arrive at value estimates.
- 5.) Verifies commercial sales which includes a field inspection of each sale to review the property characteristics at the time of sale.
- 6.) Responsible for grade, physical condition functional utility and economic conditions factors which are based on review of information from state guidelines and sales of residential and commercial properties.
- 7.) Appraises special use properties not normally supported by guides issued by the state or the KSCAMA system. Some properties may require a narrative report.
- 8.) Maintain and implement new procedures as training officer for new employees.

**SECONDARY FUNCTIONS:**

## **POSITION REQUIREMENTS:**

- **Knowledge/Skills:**

High school diploma or the equivalent. Four years experience in real estate appraisal with at least 3 years experience in mass appraisal. A Bachelor's degree in Business may be substituted for up to 2 years experience. Must have or obtain within 18 months at least one of the following designations: 1.) Registered Mass Appraiser (RMA) from the State of Kansas. 2.) Certified Assessment Evaluator (CAE) or Residential Specialist (RES) from the International Association of Assessing Officers. 3.) A general certification from the State of Kansas Real Estate Appraisal Board. Must have passed the eligibility exam administered by the Property Valuation Division. A proven ability to work with the public in a congenial and professional manner. Must have a working knowledge of the KSCAMA system and the understanding of all phases of appraisal including the three approaches to value (cost, market, and income). Valid driver's license required.

- **Supervisory Control:**

The senior Appraiser reports on a regular basis to the County Appraiser as to status and progress of all field staff. The Senior Appraiser supervises those subordinates that have been assigned to that position such as field reviewers, listers and data entry.

- **Supervisory Responsibility:**

Supervises Account Clerk/Sales Verification Coordinator position.

- **Guidelines:**

K.S.A. 79-1412 as amended SB 164 and Director of Property Valuation Department, etc., provides basic guidance for job performance. A number of training courses are provided by the State Director of Valuation.

- **Complexity:**

Within this jurisdiction there are many cases that do not fit within the prescribed guides, and data must be collected to allow the appraiser to make an independent decision. Most training courses are generic in nature, the Senior Appraiser must take these courses and then find time for the training of county appraisal staff. On completion of the Appraisers Qualification Certificate an appraiser must take mandated course work to maintain certification.

- **Scope & Effect of Work:**

Property appraisal is a prime component in the taxation process, therefore the impact upon the taxpayer is substantial. Equality is assured through the use of comparable studies when determining value.

- **Personal Contacts:**

Contacts include local county government, Manhattan City personnel, building contractors, fee appraisers, realtors, PVD personnel, State Board of Tax Appeals members, attorneys, bankers, State Right of Way personnel, taxpayers, and taxpayer's representatives for the purpose of answering questions, verifying data and generally informing the public as to the purpose and function of the county appraiser's office.

- **Purpose of Contacts:**

Purpose of contacts includes information exchange, giving instructions and elucidating procedures, making arrangements, and especially problem solving. In a large percentage of cases, contacts with property owners, the appraiser encounters unreceptiveness, uncooperativeness, skepticism, or hostility.

- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception.

- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normal.

**RECRUITING REQUIREMENTS:**

(ad for newspaper)

Approved: \_\_\_\_\_ Date:  
(Supervisor)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*